

Emergency Plan Implementing Procedure



General Employee Emergency Response Procedures

Page 1 of 14

Review and Approval

Royce E. Saunders

Royce Saunders
Emergency Services Manager

Date

9/26/2011

Dan Lunsford

Dan Lunsford
SEO Group Leader

Date

9-26-11

For further information, refer to the Emergency Services website: <http://www.lbl.gov/ehs/ep/>. All Hazard Awareness Employee Pocket Guide, Emergency Response Guide and All-Hazards Awareness EHS-135 online training.

Employee Emergency Response Expectations

Before an Emergency

1. Accept personal responsibility for your own safety.
2. Review your Building Emergency Plan.
3. Know the Emergency Response Guide for your building.
4. Identify your Building Manager and Building Emergency Team (BET) members.
5. Know the location of all of your building's exits and Assembly Areas.
6. Know the specific hazards in your area and the response procedures for each hazard.
7. Keep appropriate spill clean-up kits in your work area.
8. Understand how to report an emergency, as well as non-emergency injuries or illnesses.
9. Be familiar with LBNL emergency notification methods.
10. Participate in building and site-wide evacuation drills and exercises.
11. Find the location of common emergency equipment (e.g. trauma kits, fire alarm pull stations, fire extinguishers, etc.).
12. Be prepared to evacuate the Lab on foot if instructions are given to do so.

During an Emergency

All employees not directly involved in the emergency response are expected to:

1. If the fire alarm sounds, evacuate the building immediately by the nearest safe exit.
2. For an earthquake, Drop, Cover and Hold.
3. In the event of a life-threatening emergency or injury, immediately call x7911 (from an LBNL phone) or 911 (from a cell phone)
4. Follow instructions given either over a public address system, radio or directly by a person of authority, (i.e. professional first responder, BET member, or Security Officer). BET members can be recognized by their orange vests and hard hats.
5. Pull the nearest fire alarm pull station when you see flames, smell smoke or fumes, hear an



explosion or believe there is imminent danger to yourself or others.

6. Shelter-in-Place if instructed to do so.
7. If it is safe to do so, take your personal items with you.
8. Report to the nearest Assembly Area.

After an Emergency

1. Do not re-enter the building unless instructed to do so by a person of authority.
2. If leaving the Assembly Area, check out with the BET member in charge.

Employee Evacuation Guidelines

1. **If the Fire Alarm sounds, immediately evacuate the building by the nearest exit. Do not use elevators.**
2. **Collect necessary items.** If it is safe to do so, gather your personal items quickly. You may not be allowed to re-enter your building for some time..
3. **Leave by nearest exit.** Evacuate the building immediately by the nearest safe exit or as advised by the **Building Emergency Team (BET)** members.
4. **Walk.** When evacuating the building, employees should WALK not run, grasp handrails, remain QUIET and CALM and follow emergency instructions. *Note: If you meet firefighters coming up, stay next to the outside wall of the stairs in single file.*
5. **Emergency Aid.** If requested, assist BET members in the performance of their duties.
6. **Assembly Areas.** Proceed to the designated Assembly Area and check in with the BET member in charge.
7. **Remain at site.** Please **REMAIN** at the Assembly Area until released by a person of authority (i.e., professional responder, BET member, or Security Officer).
8. **Re-entry.** Do not re-enter an evacuated building until instructed to do so by a person of authority. *Note: The Building Manager or BET Lead will be providing relevant information and instructions to all evacuees for their respective Assembly Areas.*



Earthquake Response

1. **DROP:** Drop to the floor.
2. **COVER:** Seek sturdy overhead protection such as a desk, table, workbench, or room corner away from windows.
3. **HOLD:** Hold on to the protection you've chosen and be prepared to move with it until the shaking stops.

Remember

1. Evacuate immediately following shaking.
2. Take car keys and small personal items.
3. Follow Building Emergency Team instructions.
4. Do not attempt to re-enter building.

Sheltering-in-Place

LBNL employees may be asked to shelter-in-place for many reasons:

1. Atmospheric release of materials considered dangerous to public health, where evacuation is NOT a viable option.
2. Situations where employees would be safer inside rather than outside a building.

Procedure:

1. **LISTEN:** The public address (or other warning) system will explain the situation and direct employees to appropriate actions.
2. **SHELTER:** Go inside the nearest building or office. An inside room (minimum doors and windows) is best.
3. **SHUT:** Close all doors, windows and accessible vents. In some situations, it may be prudent to lock all doors (i.e., active shooter).
4. **MONITOR:** Email, voicemail, the public address system, and the Lab's emergency 800 number (1-800-445-5830).

DO NOT turn off fume hoods if they are in use.

Fire Response

Response to Fire Alarms

Fire alarm bells, bell strobes, or horn strobes will be activated by pulling a fire alarm pull station or by automatic detection of smoke, heat, or sprinkler water flow.

If Your Fire Alarm Sounds

1. Evacuate the building immediately and proceed to the designated Assembly Area.
2. Before opening any door, check the door and the handle temperature with the back of your hand.
3. Never open doors that are warm to the touch. If a door or handle is warm, then use alternate routes.
4. If smoke, heat or flames block your exit routes, stay in the room with doors closed. Place a wet towel under the door, if available.
5. Open a window and wave a brightly colored cloth or flashlight to signal for help.
6. Avoid smoke or fumes. If unavoidable, crawl low under smoke.

If There is a Fire in Your Workspace

1. Activate the nearest fire alarm pull station and alert others in the immediate area.
2. Use extinguisher only if trained and comfortable in doing so. Remember:
 - Always maintain access to an exit
 - Do not let fire get between you and the exit.
 - Avoid smoke or fumes.
3. If safe to do so, close doors and windows to confine fire.
4. Evacuate and proceed to the designated Assembly Area.

Remember

1. **DO NOT USE ELEVATORS!**
2. Follow directions from the Building Emergency Team.
3. Do not re-enter the building until it has been deemed safe to do so by a person of authority, (i.e., professional first responder, BET member, or Security Officer.

Fire Alarm Pull Station Activation

Pull the nearest fire alarm pull station when you:

- Smell smoke and/or see flames.
- Smell fumes that are making you or others ill or might pose a danger (i.e., natural gas or a strong chemical odor).
- Hear an explosion.
- Believe there is imminent danger to yourself or the building occupants.

Remember

1. Know the location of fire alarm pull station nearest your workstation.
2. When in doubt, PULL IT!
3. You are not allowed to be in a building with a fire alarm sounding.
4. Once you are evacuated to the Assembly area, inform a person of authority, i.e., the Incident Commander or a BET member, the reason for pulling the alarm.

Urban Wildland Fires

Diablo-Wind Driven Fires in the Berkeley Hills are Different From a Structure or Grass Fire.

They are windswept blazes during hot, dry weather conditions. Often, they can't be extinguished until weather conditions change. The East Bay hills have experienced 15 major urban wildland fires since 1923.

How to Prepare and Respond

1. Be especially alert on "Red Flag Days" – warm temperature, low humidity, and windy conditions.
2. Listen for and follow instructions given over the Lab's public address system.
3. Be prepared to evacuate the Lab on foot. Keep a pair of walking shoes in or close to your work area.
4. If an evacuation by vehicle is authorized, offer rides to others.
5. Understand how to shelter-in-place if advised to do so.
6. Follow instructions from traffic and Security personnel.

Hazardous Materials Spill or Release

In the event of a hazardous chemical, biological, or radiological materials spill or release, remember

S. W. I. M. S.

STOP all work. Observe and think.

WARN others in the area and report the incident.

ISOLATE the area and restrict access.

MONITOR yourself. Check skin, clothing and shoes. Observe physiological reactions.

STAY in the immediate area and notify your supervisor.

1. In the event of a life-threatening emergency or injury, immediately call x7911 (from an LBNL phone) or 911 (from a cell phone).
2. Keep appropriate spill clean-up kits in your work area. There are different types for acids, bases and solvents.
3. Refer to the red/white wall mounted "Emergency Response Guide", for more information. Some spills can be cleaned up without outside help.
4. Call your Radiation Control Technician or Industrial Hygienist for more information.

For more information:

Radiation Protection Group Assistance 510-486-7277

To learn more about S.W.I.M.S., go to <http://www.lbl.gov/ehs/ep/erg/radiation.shtml>

Laser, Radio Frequency, or Radio Beam Exposure

In the event of laser, radio frequency, or radio beam exposure:

- Call **x7911** (from LBNL phones), or **911** (from cell phones).
- Shut off equipment, if safe to do so.
- Secure area and warn others.
- Report incident to Supervisor, and Health Services 510-486-6266.
- If a laser eye injury has occurred, also report incident to the Laser Safety Officer 510-486-2544.

Personal Injuries

For **EMERGENCY** response to a serious or life-threatening injury or illness, call x7911 (from LBNL phones) or 911 (from cell phone).

For treatment of **NON-EMERGENCY** injuries or illnesses, i.e., small lacerations, small wounds, sprains or strains:

- Between 7:30 AM and 3:30 PM on regular business days, report to Health Services in Building 26.
- After hours or on weekends call your personal physician or proceed to the nearest hospital or clinic emergency room. An afterhours first aid box is located in front of Building 26 and is accessible with our LBNL badge. Report all after hours injuries to Health Services during the next regular business day.
- If a laser eye injury has occurred, also report incident to the Laser Safety Officer (510-486-2544)

Remember: All injuries MUST be reported to Health Services at Building 26 or by calling 510-486-6266.

Trauma Kits

Trauma kits are located around the Lab to assist trained employees in providing emergency care to others. Location of these kits are identified with signage. If you have any questions regarding the location of these kits please consult the Building Manager.

Electrical Shock or Laser/Beam Exposure

- Call x7911 (from LBNL phones) or **911** (from cell phones) immediately.
- De-energize or shut off equipment.
- Secure the area and warn others.
- Report incident to supervisor.

Electrical Shock

In the event of an electrical shock

- Call **x7911** (from LBNL phones), or **911** (from cell phones).
- De-energize equipment, if safe to do so.
- Secure area and warn others.
- Do not touch or move shocked victim until energy source shut-off has been verified.
- Report incident to Supervisor or Division Safety Coordinator.

Power Outage

During a Power Outage Warning (outage is pending or possible)

1. Do not use elevators.
2. When safe to do so, turn off all electrical equipment (except fume hoods) to prevent damage when power returns.
3. Have a flashlight or battery-powered lantern in your office.
4. Stop work and close, cover, or otherwise contain and secure the materials you were using.
5. Stop work in fume hoods or biosafety cabinets as soon as possible, and close the sash, even if the hood appears to be working.
6. Make sure cabinet doors and flammable storage cabinets are secure.

During a Sudden Unplanned Power Outage

1. Leave fume hoods on. Back-up power should keep fume hoods running. If fume hoods stop functioning, pull fire alarm pull station and EVACUATE immediately.
2. Shut down experiments and machines safely.
3. Turn off ALL electrical equipment (except fume hoods) and heat sources that may come back on automatically (printers, copiers, hot plates, autoclaves, toaster ovens, etc.).
4. Be aware of information or instructions.

Assume that a Sudden Unplanned Power Outage has occurred in your building

Scenario #1:

There is evidence of danger (i.e., fire alarm, smell of smoke, fume hoods stop functioning, or the sound of an explosion).

Action: Pull fire alarm pull station if not already activated, and evacuate immediately.

Scenario #2:

There is *no* evidence of danger (i.e., no fire alarm, smell of smoke, or the sound of an explosion), you *do not feel* you and others are in danger, and yet the power remains off.

Action:

1. Check the status of the laboratory fume hoods (if applicable). If the laboratory fume hoods are not functioning properly, then pull the fire alarm pull station and evacuate the building immediately.
2. If the building emergency lights come on, as expected, but full power is not restored, then prepare to leave your work space, collect your personal belongings, and await further instructions.
3. If all the lights are off, then use a flashlight, cell phone or ambient light (open doors and window shades), prepare to leave your work space in an orderly fashion. Be safe and do not rush.

Scenario #3:

When full power is restored.

Action: Check the operation of the fume hoods (if applicable). If the fume hoods are not functioning properly, pull the fire alarm pull station and then evacuate the building immediately.

Suspicious Objects

What to Look For

1. Lack of a return address, or a suspicious return address on an envelope or package.
2. Excessive postage.
3. Misspelled words.
4. Protruding wires.
5. Strange odor.
6. Oily stains or discoloration on the outer envelope, wrapper or material
7. Excessive tape or string.

If Object is Suspicious

1. DO NOT TOUCH, handle or move a suspicious object!
2. If you are holding the object, set the object down gently.
3. Warn others nearby.
4. Evacuate the area.
5. Immediately call **x7911** (from LBNL phones) or **911** (from a cell phone).
6. If you have touched the object and if possible, wash your hands with warm water and soap for at least one minute to remove possible contaminants.

Telephone Bomb Threat

Attempt to keep the caller on the line as long as possible and note:

- Time and date of call; age and gender of caller
- Caller's message.
- Distinguishing speech characteristics.
- Background noises.
- Phone number if caller ID available.
- Any other conversation or comments.

When practical:

- Call **x7911** (from LBNL phones) or **911** (from cell phones).
- Evacuate yourself and others immediately.
- If possible, take personal items such as purses and briefcases with you.

Violent, Hostile, or Suspicious Persons

- Take precautions to protect yourself and others.
- Actions depend on the events and may include evacuating, hiding, or locking doors.
- Call **x7911** (from LBNL phones) or **911** (from cell phones) as soon as possible.
- For non-emergency workplace violence issues, call Human Relations at 510-486-6747.

Landslides

The term landslide describes downhill earth movements that can move slowly and cause damage gradually, or move rapidly, destroying property and taking lives suddenly and unexpectedly. Most landslides are caused by natural forces or events, such as heavy rain, earthquake shaking, and gravity. Areas burned by forest and brush fires are also particularly susceptible to landslides.

Response

1. If you suspect imminent danger, evacuate immediately.
2. Listen for unusual sounds that might indicate moving debris, such as trees cracking or boulders knocking together.
3. If you are near a stream or channel, be alert for any sudden increase or decrease in water flow and notice whether the water changes from clear to muddy. Such changes may mean that debris flow is moving upstream so be prepared to respond quickly.
4. Be especially alert when driving – watch for collapsed pavement, mud, fallen rocks and other indications of possible debris flow.

After a Landslide

1. Stay away from the slide area. There may be danger of additional slides.
2. Check for injured and trapped persons near the slide, without entering the direct slide area. Direct rescuers to their locations.
3. Listen to local radio or television stations for the latest emergency information.
4. Note and report broken utility lines to appropriate authorities.
5. Stay away from downed power lines.

Pandemic Flu

What is Pandemic Flu?

Pandemic Flu is a world-wide outbreak of flu that occurs when a new form of flu virus infects humans and is easily spread from person-to-person. Because a pandemic flu virus is unique, people have no immunity or resistance to it. The symptoms of pandemic flu are likely to be similar to those of season flu, which are:

- Fever
- Sore throat
- Cough
- Runny or stuff nose
- Extreme tiredness
- Headache
- Muscle aches and pains
- Stomach problems, such as nausea, vomiting and diarrhea (more common in children)

Preventive Measures

Influenza is thought to spread mainly person-to-person through coughing or sneezing of infected people. The best way to protect yourself and others is to practice healthy hygiene to keep you well now and during a flu pandemic. These actions include:

1. Washing your hands thoroughly and often.
2. Covering your cough or sneeze, avoid touching your eyes, nose or mouth.
3. Staying home when you are sick to slow the spread of illness.

Personal Preparedness

Buy or Build and Emergency Kit

If a major event stranded you here at the Lab, you might need the following items. You could keep these items under your desk and/or in the trunk of your car:

- Light source or flashlight with batteries
- Whistle
- Radio (solar/battery/crank operated)
- Water and food for at least one day
- Walking shoes, jacket, hat, change of clothes
- Emergency blanket, sleeping bag
- Cash (small bills and coins)
- Duct tape
- Garbage bags
- First aid kit
- Notepad/pen/marker
- Prescriptions or personal medications
- Extra pair of glasses, contact lenses, or hearing aids
- Personal care and hygiene items
- Identification papers, contact lists, resources list

Resource Links

For more personal preparedness tips, please review the information provided on these websites:

- | | |
|--|--|
| • http://72hours.org/ | • www.firstvictims.org/resources.html |
| • www.redcross.bayarea.org | • www.Californiavolunteers.org |
| • www.fema.gov | • www.cdc.gov |
| • http://www.calema.ca.gov/ | • www.lbl.gov/ehs/ep |

Emergency Notifications

The Lab's emergency notification and communications systems may be used to notify and provide instructions to LBNL staff, visitors, and guests.

Depending on the severity of the incident, employees may be notified of the situation via:

- A Level 1 group email
- Communications posted on the Lab's main website (status.lbl.gov)
- The LBNL emergency 800-telephone number: (1-800-445-5830)
- The Sitewide Public Address System (speakers are found within most Lab buildings)
- Building Public Address (not available in all buildings)
- Fire Alarm
- Bullhorn/instructions announced by a BET member or Building Manager

Emergency Reporting

Reporting an Incident

Emergency Reporting – Life-Threatening Event 24/7

Lab Phone: **x7911**

Cell Phone: **911** (be prepared to tell the dispatcher your exact location)

1. Report the following:

- Your name, phone number and location, including building and room number.
- The nature and severity of the emergency, for example, gas leak, personnel/personal injury, or spill of hazardous chemicals. In the latter case, give the name of the chemical and how much.
- Other potential dangers, such as the presence of flammable liquids or gases, pressure vessels, exposure of other persons, structure damage, or suspicious object.

2. When appropriate, inform your supervisor or Division Safety Coordinator about the incident.

Non-Emergency Reporting

Non-Life-Threatening Event 24/7

Lab Phone: x6999

Cell Phone: 510-486-6999

Offsite: 510-486-6999

Urgent Assist Radiological Lab Event 24/7

Lab Phone: x7277

Cell Phone: 510-486-7277

Offsite: 510-486-7277

Security

Blackberry Gate x6999

About Emergency Services

Objectives

Objectives of emergency planning at LBNL are to:

- Save lives and minimize injuries
- Protect the environment
- Protect lab property
- Return LBNL to normal operations as soon as possible.

Emergency Response (ERO) Structure

The mission of LBNL requires the Lab's ERO to prepare for, respond to, recover from, and mitigate all natural or man-made threats to the Lab and its premises in a safe, effective, and timely manner. During an Operational Emergency, the LBNL ERO will be activated. The ERO consists of the LBNL Emergency Operations Center (EOC) and the Joint Information Center (JIC).

First Responders

Under contract with LBNL, Alameda County Fire (ALCO FD) and University of California, Berkeley Police Department (UCPD) provide fire and law protection for LBNL main site.

LBNL Security

Conducts emergency operations in accordance with the Lab contract.

Building Managers (BM) and Building Emergency Teams (BETs)

Building Managers facilitate and coordinate the response of the BETs, assist professional responders as necessary, and communicate with the EOC. BET members conduct building evacuations to a safe assembly area, account for building staff, communicate with the EOC, and provide first aid as needed.

Emergency Operations Center (EOC)

The EOC is where the response to a major emergency at Berkeley Lab would be tracked, monitored, and managed. The EOC is located in the Fire House (Building 48) and contains the necessary equipment to effectively direct emergency operations. An Alternate EOC location (Building 76) has also been identified and is kept at a similar level of readiness as the primary EOC.

The LBNL EOC will be activated at the appropriate level of staffing to meet a crisis when at least one of the following conditions exists:

- Declaration of an Operational Emergency (OE)
- A great earthquake in the Bay Area requiring declaration of an OE.
- An urban-wildland fire that threatens the Lab.
- Upon the call of the Executive Policy Team, EOC director, Security and Emergency Operations (SEO) Group Leader, or the Emergency Services Manager.